

JOB DESCRIPTION, DISTRICT EMERGENCY COORDINATOR ARRL, ARES, Wisconsin Section

PURPOSE: The ARRL District Emergency Coordinator is appointed by the SEC to coordinate and supervise the efforts of local Emergency Coordinators in one of the six ARRL districts (NW, NE, WC, EC, SW, and SE). These districts are clearly identified on the District Emergency Coordinator Boundaries map, available at <http://wi-aresraces.org>.

RESPONSIBILITIES:

1. Coordinate the training, organization and emergency participation of Emergency Coordinators and their units in your District and support EC efforts to acquire new members.
2. Take direction from, and frequently report district activities to, the SEC. When emergencies occur, make local decisions in the absence of the SEC, or after consultation with the SEC if available, concerning the deployment of available amateurs and equipment.
3. Coordinate the interrelationship between local (county, municipal) emergency plans and Amateur Radio communications networks within your district.
4. Act as backup for local areas without an Emergency Coordinator and assist in maintaining contact with governmental and other agencies within your district.
5. Provide direction in the routing and handling of emergency and/or public service communications of either a formal or tactical nature, including Welfare traffic.
6. Recommend EC appointments to the SEC to fill vacancies.
7. Coordinate the reporting and documenting of ARES activities in your district. This includes ensuring ECs report departing members and new members to the SEC (name, call, address, city, state, zip, home telephone and class of license). It is imperative this data be furnished to the SEC in a timely fashion so new ARES members may be also registered as RACES operators.
8. Act as a model emergency and public service communicator as evidenced by dedication to purpose, reliability and understanding of emergency communications. Be fully conversant in National Traffic System routing and procedures as well as have a thorough understanding of the locale and role of all vital governmental and volunteer agencies that could be involved in an emergency. Strive toward cooperation with and service to Emergency Managers in your counties, as well as with Wisconsin Emergency Management personnel at all levels.
9. Manage District mutual aid requests and resource allocation.

QUALIFICATIONS: Technician or higher class FCC license, and full ARRL membership. DECs must complete EmComm I and II and ICS-100, 200 300 and IS-700 and 800.

REPORTS TO: SEC.

TIME COMMITMENT: Variable.

LENGTH OF APPOINTMENT: Open-ended, until terminated by you or the SEC.

RELATIONSHIPS: Work closely with the ECs in your district, and the SEC. Work with and receive support from the Section Manager and other ARRL officials such as Official Emergency Stations, Section Traffic Manager and members of the National Traffic System. Build relationships with neighboring DECs, and plan for mutual aid operations. Work to develop and build close relationships with county Emergency Managers in your District, as well as other officials of Wisconsin Emergency Management.

SUPPORT PROVIDED: Literature, guidance aids and training aids will be provided by the SEC or SM, whenever possible and practical. Special support will be provided on an ad hoc basis, when possible.

DEVELOPMENT OPPORTUNITIES: An annual ARES/RACES Conference is held to enable you to meet with ECs and other DECs, to hear of new developments and share ideas. All DECs receive the quarterly ARES/RACES Newsletter that serves these communication functions throughout the year, as well as serving as an official policy document for Wisconsin ARES/RACES. A wide variety of training courses are available in addition to EmComm I, II, and III, such as the several dozen courses available through FEMA. Wisconsin Emergency Management courses are also available to you.

LAST REVISED: September 2007